

# **CHILD NUTRITION PROGRAMS**

## **GUIDANCE MANUAL**

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**\*\*Highlighted text indicates updated information or regulations**

## SECTION 1

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## **INTRODUCTION**

This manual serves as a source of information to acquaint sponsors with the Child Nutrition Programs (CNP) and to provide current information on program policies and procedures that will assist in operating a successful program.

### **MISSION OF THE ARIZONA SCHOOL HEALTH AND NUTRITION PROGRAMS**

<p>To assist schools and organizations to improve the nutrition and well-being of students so that they can achieve their full potential.</p>
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## **UNDERSTANDING FREE AND REDUCED PRICE POLICIES**

The National School Lunch, School Breakfast, and Special Milk Program fall under the Richard B. Russell National School Lunch Act (NSLA). The NSLA was signed into law by President Harry Truman on June, 4<sup>th</sup> 1946 and provided federal funds and commodities to school lunch and milk programs in response to the diet-related health problems seen in American men attempting to join the military during World War II. The current regulations regarding NSLA and its qualifying programs are found in the Code of Federal Regulations.

The Code of Federal Regulations is a codification of the general and permanent rules published in the Federal Register by the Executive departments and agencies of the Federal Government. The Code is divided into 50 titles, which represent broad areas subject to Federal regulations. Each title is divided into chapters divided into parts covering specific regulatory areas.

Title 7 of the Code of Federal Regulations is composed of fifteen volumes, which are subsequently broken into parts. The Food and Nutrition Service current regulations are in the volume containing parts 210-299.

Congress reauthorizes the Child Nutrition Programs under 7 CFR, Section 210-299 every four to five years. Reauthorization is the continuation or subsequent authorization of a federal grant program by Congress. The statute reauthorizing a program may include one or more, often significant, changes to the original or previously authorized statute.

The Arizona Department of Education is the State Agency that has been designated to administer the Program in schools as specified in 7 CFR 210.3. As the designated State Agency, Arizona Department of Education has the authority to enforce the applicable federal regulations.

## **OVERVIEW OF THE CHILD NUTRITION PROGRAMS**

### **National School Lunch Program**

The primary purpose of the National School Lunch Program (NSLP) is to serve school children meals of optimum nutritional value at a minimum cost to the child. This is accomplished by providing a daily meal that meets one third of the Recommended Dietary Allowances (RDA). Snacks may also be served to children participating in after school hours education or enrichment programs. Sponsors that choose to take part in this program get cash subsidies and donated commodities from the United States Department of Agriculture (USDA). Meals are reimbursed according to the eligibility of the students participating in the program. Public schools, private non-profit schools, residential childcare institutions, juvenile correctional institutions and boarding schools may participate in the NSLP.

### **School Breakfast Program**

Nutritious morning meals can be provided for all children in schools and residential child care facilities participating in the program. Those students eligible for free or reduced-price lunch are also eligible for free and reduced-price breakfast.

### **Special Milk Program**

The Special Milk Program is designed to encourage the consumption of milk by children. This program makes milk available to children in nonprofit schools (except schools participating in the National School Lunch Program), nonprofit preschools, childcare centers, settlement houses, summer camps, and split-session kindergarten programs conducted in schools which do not provide access to the regular meal service for these children.

### **Summer Food Service Program**

In 1968 the Summer Food Service Program (SFSP) was established to provide meals to children during the summer months and during periods when area schools are closed for vacation. This program continues the availability of lunch as well as breakfast or snacks for children. Participation requires sites to draw their attendance from low-income areas. Sponsors are limited to government agencies, public and private nonprofit schools, and private nonprofit organizations or camps.

### **Team Nutrition**

The goal of the Team Nutrition is to improve the health and education of children by creating innovative public and private partnerships that promote food choices for a healthful diet through the media, schools, families, and the community. Team Nutrition is a combination of training and technical assistance and nutrition education designed to help schools serve healthier meals as well as motivate children to eat them. Schools that participate receive materials to assist them in meeting the nutrition goals.

Grants may be available to schools, centers, and agencies on a competitive basis to provide nutrition education programs and materials. Beneficiaries of these grants are students from preschool through grade twelve as well as food service staff.

### Child and Adult Care Food Program

The Child and Adult Care Food Program was established in 1966 to provide meals and snacks to children in day-care centers, day-care homes, settlement houses, recreation centers, and Head Start Programs. The program provides financial assistance to private nonprofit, public, and proprietary organizations receiving Title XX assistance. Meal requirements are similar to the school lunch program with portion sizes adjusted for grade or age.

As a part of the Child and Adult Care Food Program, the Older American Act Amendments of 1987 made reimbursable meals available to adult day-care centers. To qualify for participation, the primary function of an adult day-care center is to serve the needs of functionally impaired adults or persons over 60 years old by offering care to individuals in a nonresidential adult day-care center.

### Food Distribution Program

The USDA established the Food Distribution Program to remove farm surpluses from the market and to provide a variety of nutritious foods to eligible recipient agencies. Sponsoring organizations eligible to participate in food distribution:

- National School Lunch Program Sponsors
- Summer Food Service Program Sponsors
- Disaster Organizations
- Child and Adult Care Food Program Sponsors (receive cash in lieu of commodities)

## **LEGISLATION**

### National School Lunch Act

Public Law 396, the National School Lunch Act, was passed on June 4, 1946. It established school food service as an integral part of the U.S. educational system. In September 1947, the Arizona Legislature passed Bill No. 92, Chapter 98, which established the School Lunch Program in Arizona. In 1966, the provisions of Section 4 authorized payments to each state to initiate, maintain, or expand nonprofit breakfast programs in schools.

Objectives of the National School Lunch Act are:

- To safeguard the health and well being of the nation's children by establishing good food habits and providing adequate food for the children.

- To utilize the food resources of the country to the best advantage.

- To provide educational methods and resources for accomplishing these objectives.



## Child Nutrition Act

On October 11, 1966, the President signed the Child Nutrition Act. In Section 2 of the Act, Declaration of Purpose, Congress stated:

"In recognition of the demonstrated relationship between food and good nutrition and the capacity of children to develop and learn, based on years of cumulative successful experience under the National School Lunch Program with its significant contribution in the field of applied research, it is hereby declared to be the policy of Congress that these efforts shall be extended, expanded and strengthened under the authority of the Secretary of Agriculture as a measure to safeguard the health and well-being of the nation's children and to encourage the domestic consumption of agricultural and other foods, by assisting states through grants-in-aid and other means to meet more effectively the nutritional needs of children."

In addition, this Act provided the following: the start of the School Breakfast Program; the extension of the benefits of all school feeding programs to include preschool children in programs operated as part of the school system; and the expansion of the Special Milk Program to nonprofit nursery schools, childcare centers, settlement houses, summer camps and other nonprofit institutions devoted to the care and training of children and not participating in a federal meal service program.

## **PROMOTIONAL ACTIVITIES**

### National School Lunch Week

A Joint Resolution of Congress established an annual National School Lunch Week on October 9, 1962. By such resolution, the President is requested to issue annually a proclamation calling on the people of the United States to observe a week with appropriate ceremonies and activities. National School Lunch Week is observed during the second week in October. The American School Food Service Association (ASFSA) annually issues menus for this week. Schools are encouraged to use these menus to focus attention on the program and its benefits.

### School Breakfast Week

The American School Food Service Association promotes School Breakfast Week to

- increase awareness of the nutritional value of breakfast,
- encourage support for the Breakfast Program, and
- increase participation in the Breakfast Program.

School Breakfast Week is celebrated annually the first week in March.

### National Nutrition Month

The American Dietetic Association (ADA) sponsors National Nutrition Month to enhance public knowledge about nutrition and health. This program began in March 1973 as a weeklong event and grew to a month-long annual observance in 1980 in response to increasing public interest in nutrition.

The National Nutrition Month campaign supports the ADA's goal of helping the public make informed food choices and establish sound eating habits.

### Team Nutrition Days

Team Nutrition Days is an exciting nationwide educational opportunity to motivate students to take specific steps toward improving their health and making the most of their educational opportunities. This project is designed to strengthen ties among schools, families, communities, businesses, and government agencies and to link the classroom and school meals programs in communicating a yearly theme.

### Arizona Agriculture Day

Arizona Agriculture Day is observed annually in the month of March. It provides a special opportunity to acknowledge and salute the achievements of people who work in agriculture in Arizona. This special tribute promotes unity in the food and agricultural community and serves to educate the non-farm public about the industry.

Arizona Agriculture Day can be used as a means to promote the use of agricultural products grown in Arizona and/or used in the National School Lunch Program. The Arizona School Food Service Association provides information on the observance and promotional ideas annually. Schools are encouraged to work together with other agricultural organizations and clubs to create an agricultural celebration in their community.

## ACRONYMS AND DEFINITIONS

AASBO	-	Arizona Association of School Business Officials
ACDA	-	American Commodity Distribution Association
ADA	-	Average Daily Attendance, enrollment/operating days
ADE	-	Arizona Department of Education
ADP	-	Average Daily Participation
AG	-	Attorney General
AG DAY	-	Agriculture Day celebrated in March
AMS	-	Agricultural Marketing Service
AzDA	-	Arizona Department of Agriculture
BIA	-	Bureau of Indian Affairs
CACFP		Child and Adult Care Food Program
CLOC	-	Cash in Lieu of Commodities
CNP	-	Child Nutrition Programs
CRE	-	Coordinated Review Effort
CTD	-	Data processing code which designates county, type, and district
DA	-	Distributing Agency
DES	-	Department of Economic Security
DF	-	Donated Foods, also called commodities
DHS	-	Department of Health Services
EDP	-	Electronic Data Processing
EPDS	-	End Product Data Schedule
FD	-	Food Distribution
FSMC	-	Food Service Management Company
FNS	-	Food and Nutrition Service, part of USDA
FSIS	-	Food Safety and Inspection Service
FY	-	Federal Fiscal Year that runs Oct.1 - September 30
GAO	-	General Accounting Office
GOA	-	General Office of Audit
IFB	-	Invitation for Bid
IGA	-	Intergovernmental Agreement
K-12	-	Kindergarten through Grade 12
LEA	-	Local Education Agency
N&TS	-	Nutrition and Technical Services
NCP	-	National Commodity Processing
NETP	-	Nutrition Education & Training Program
NOA	-	Notice of Arrival
NSLP	-	National School Lunch Program
NSLW	-	National School Lunch Week
OGC	-	Office of General Council
OIG	-	Office of the Inspector General
OMB	-	Office of Management & Budget
PSA	-	Public Service Announcement
RA	-	Recipient Agency
RCCI	-	Residential Child Care Institution
RD	-	Registered Dietitian

## Acronyms & Definitions (cont.)

RDA	-	Recommended Dietary Allowance
RFP	-	Request for Proposal
SA	-	State Agency
SAE	-	State Administrative Expense
SBP	-	School Breakfast Program
SFSP	-	Summer Food Service Program
SMP	-	Special Milk Program
SNA	-	School Nutrition Association
SNBP	-	Severe Need Breakfast Program
SOC	-	State Option Contracts
SY	-	School Year July 1 to June 30
USDA	-	United States Department of Agriculture
YAC	-	Youth Advisory Council

## **GLOSSARY OF TERMS**

**After School Care Snack Program (ASCS):** snacks served to children after their regular school day ends. ASCS must be operated by the school district and provide regularly scheduled activities in an organized, structured and supervised environment and include educational or enrichment activities.

**Cash Assistance Unit (CA):** any individual or group of individuals currently certified to receive assistance under the Cash Assistance Program in a State where the standard of eligibility for benefits does not exceed the income eligibility guidelines for free meal or milk benefits.

**Cashier:** an individual who takes tickets, cash or other media of exchange from students receiving free, reduced-price or paid meals. The term "cashier" is also used to reflect the individual who, through use of a roster, checklist, computerized identification system or other non-cash medium of exchange, identifies the eligibility status of students receiving free meals or milk, reduced-price meals and paid meals or milk.

**Categorical Eligibility:** any child who is a member of a Food Stamp household, a Cash Assistance unit, participates in the FDPIR, is a migrant, homeless or runaway youth, or meets the Head Start income guidelines is automatically eligible for free meals or free milk. To establish a child's categorical eligibility who was not determined eligible through Direct Certification match results, households MUST provide a current FDPIR, CA, or Food Stamp case number on the application for free and reduced-price meals or free milk; provide documentation for Head Start eligibility. School Food Authorities must verify all Food Stamp/CA case numbers using the Direct Certification system; or obtain documentation from the local educational liaisons, director of homeless shelters, LEA Migrant Educational Program coordinator that identifies student as homeless, runaway or migrant children.

**Claim:** form sponsors submit to request reimbursement for meals served.

**CFR:** Code of Federal Regulations. Child nutrition regulations are contained in title 7 of the Code of Federal Regulations.

**Commodity School Program:** program under which participating schools operate a nonprofit lunch program and receive donated food assistance in lieu of general cash assistance.

**Distributor:** handler who sells, bills, and delivers food.

**Direct Certification:** the process of establishing children's eligibility for benefits by obtaining documentation directly from the DES. Households determined eligible for meal or milk benefits through direct certification are not required to submit a free and reduced-price application to the school; schools have access to CNP Direct Certification System that allows them to download and verify students receiving DES benefits.

**FDPIR (Food Distribution Program on Indian Reservations):** families on certain Indian Reservations who meet food stamp income guidelines to receive commodity foods.

**FNS (Food and Nutrition Service):** agency within the U.S. Department of Agriculture which is responsible for administering the National School Lunch Program, School Breakfast Program, Special Milk Program, Commodity School Program and other food assistance programs.

**FNSRO:** Food and Nutrition Service Regional Office.

**Food Stamp Household:** any individual or group of individuals currently certified to receive benefits under the Food Stamp Program.

**Free Meal:** a meal served under the National School Lunch or School Breakfast Program to a child from a household eligible for such benefits under 7 CFR Part 245 and for which neither the child nor any member of the household pays or is required to work in the school or in the school's food service.

**Free Milk:** milk served under the Special Milk Program to a child from a household eligible for free milk under 7 CFR Part 245 and for which neither the child nor any member of the household pays or is required to work in the school or in the school's food service.

**Income Eligible:** any child from a household whose current income is at or below the household size/income limits set forth in the Income Eligibility Guidelines (IEGs) is eligible for either free or reduced-price meals or free milk, as applicable. Such households MUST provide household size and income information on the application for free and reduced-price meals or free milk to enable school officials to compare the household information to the IEGs.

**IEGs (Income Eligibility Guidelines):** the household size and income levels prescribed annually by the Secretary of Agriculture for determining eligibility for free and reduced-price meals and for free milk.

**LEA (Local Education Agency):** the governing body which is responsible for the administration of one or more schools and either has the legal authority to operate the Program in these schools or is otherwise approved by the Food and Nutrition Service to operate the Program

**NSLP (National School Lunch Program):** program under which participating schools operating a nonprofit food service receive general and special cash assistance and donated food assistance in accordance with 7 CFR Part 210.

**Non-Pricing Program:** all meals are provided free to all enrolled students despite their eligibility status. Meals are claimed for reimbursement by the students' eligibility status.

**Offset:** amount deducted from sponsors' claims for amounts receivable.

**Overt Identification:** any act that openly identifies children as eligible for free or reduced-price benefits in the National School Lunch, School Breakfast or Special Milk Programs.

**Reduced-Price Meal:** a meal served under the National School Lunch or School Breakfast Program to a child from a household eligible for such benefits under 7 CFR Part 245. The price of this meal MUST be less than the full price of the meal and no more than 40 cents per lunch and 30 cents per breakfast. Neither the child nor any household member can be required to work in the school or in the school's food service to supplement the cost of the meal.

**RCCI (Residential Child Care Institution):** any distinct part of a public or nonprofit private institution which (1) maintains children in residence, (2) operates principally for the care of children and (3) if private, is licensed by the State or local government to provide residential childcare services under the appropriate licensing code.

**SBP (School Breakfast Program):** program under which participating schools operating a nonprofit food service receive cash assistance in accordance with 7 CFR Part 220.

**SNP (School Nutrition Programs):** National School Lunch Program, School Breakfast Program, Special Milk Program and Commodity School Program.

**School Official:** a designated official who represents a governing body, (i.e., principal, superintendent or other administrators).

**SMP (Special Milk Program):** program under which participating schools operating a nonprofit milk program receive cash assistance for each half-pint of milk served in accordance with 7 CFR Part 215.

**7 CFR Part 245:** regulations governing the determination of eligibility for free and reduced-price meal benefits in the National School Lunch and School Breakfast Programs and for free milk in the Special Milk Program.

**Special Assistance Certification and Reimbursement Alternatives:** three optional alternatives for free and reduced-price meal application and claiming procedures in the National School Lunch and School Breakfast Programs. For further guidance, contact the Arizona Department of Education, Child Nutrition Programs.

**SA (State Agency):** Arizona Department of Education, School Health & Nutrition Programs.

**USDA (United States Department of Agriculture):** Federal agency designated by Congress to administer the National School Lunch, School Breakfast and Special Milk Programs.